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1314 Exposition Blvd | 512-473-2528 [www.waya.org/west-austin-youth-academy](http://www.waya.org/west-austin-youth-academy)

# A. Emergency Preparedness Plan

**Off Site Evacuation Location:**

O. Henry Middle School Gymnasium  
2610 West 10th St.  
Austin, TX 78703  
Phone Number: 512 414-3229  
Fax: 512 477-7428

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## - Important Phone Numbers

<b>ALL EMERGENICES</b>	<b>911</b>
NON- Emergencies	311 or 512-974-5000
Animal Control	311
Abuse-Child/Adult and family violence	1-800-252-5400
Electric-Austin Energy	512-322-9100
Fire Dept. Inspection	512-448-8300
Fire Dept. Public Education	512-974-0290
Poison Control	1-800-764-7661
Health Dept.- (sanitation)	512-972-5600
Police	911 (for non-emergencies: 311)
Drug, Alcohol, Suicide Prevention- (MHMR)	512-472-4357
Texas Gas Co.	1-800-959-5325
Victim Services - Austin Police Dept.	911
Water Emergency Dept.	512-972-1000
Weather --- recording	512-471-9847
Rape-SafePlace (Austin Rape Crisis)	512-267-7233
Road Closings (TX Travel & Road conditions)	1-800-452-9292
Toxic Chemical Spill (National Response Center)	1-800-424-8802
<b>Tx Dept. of Family &amp; Protective Services (TDFPS)</b>	<b>1-800-252-5400</b>

## Hospitals

Brackenridge / Seton 15 <sup>th</sup> Street	324-7000	601 East
Dell Children's Medical Center Mueller Blvd.	324-0000	4900
Seton Central 38 <sup>th</sup> Street	324-1000	1201 West

### - Emergency Response Procedures:



## Evacuation of school building:

2 WAYA

3 Brumley Field

4 Joseph Field

### ACTION:

- Every class will leave the building (evacuate) immediately and go to the closest field (Brumley or Joseph). **In the event of severe weather, all classes seek shelter in the Monkey Room (107) which is the most centrally located room in the building.** Parents will be notified via living tree, WAYA website, and/or phone call/text/email about emergency and how to reunify with their children

### WHAT TO TAKE:

- Each **child** will take:
  - 1) His/her snack and lunch if there is time depending on the level of threat of emergency
- Each **teacher** will take:
  - 1) Classroom emergency backpack (Epi-Pens)
  - 2) A current sign in sheet (for attendance records)
  - 3) A copy of each child's Child Release and Emergency Contact
  - 4) Personal cell phone

	<ul style="list-style-type: none"><li>• <b>Office staff</b> will take:<ol style="list-style-type: none"><li>1) Emergency bag</li><li>2) All School Child Release and Emergency Contact Forms</li><li>3) Any emergency medications</li><li>4) Food and Water</li></ol></li></ul>
<b>BEFORE LEAVING THE BUILDING:</b>	<ul style="list-style-type: none"><li>• Each <b>teacher</b> will:<ul style="list-style-type: none"><li>- Turn out the light</li><li>- <i>Close</i> the classroom door</li><li>- Escort children to the designated area</li><li>- Notify the Administrator if a child is missing during the evacuation.</li></ul></li></ul>
<b>ALL CLEAR:</b>	Teachers will stay in designated area with children until the " <i>all clear</i> " signal has been given by an administrator.



- Lock down procedure:  
stay in classroom

**ACTION:**

- Move children to a safe area in the room; if outside, move to closest classroom/office; if in gym, move to closest classroom/office. Parents will be notified via living tree, WAYA website, and/or phone call/text/email about lockdown and how and when they can reunify with their children.

**WHAT TO DO:**

- Secure the room by locking the classroom door
- Cover glass windows
- Turn off lights in classroom
- For a prolonged occurrence food and water is available in each classroom.

**ALL CLEAR:**

Teachers will stay in designated area with children until the “*all clear*” signal has been given, in person VERBALLY by a WAYA administrator.




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- Off-site evacuation:  
transporting children by foot to  
O. Henry Middle School Gymnasium


<b>ACTION:</b>	<ul style="list-style-type: none"> <li>All-school <b>VERBAL</b> announcement telling staff to evacuate the entire campus to a designated school/location (O. Henry Middle School) due to chemical spill, severe facility problem, explosion, or other reasons that threaten safety as deemed necessary by the Administrator or designee. Parents will be notified via living tree, WAYA website, and/or phone call/text/email about evacuation and how to reunify with their children</li> </ul>
<b>WHAT TO TAKE:</b>	<ul style="list-style-type: none"> <li>Each <b>child</b> will take:               <ol style="list-style-type: none"> <li>1) His/her backpack and lunch box</li> </ol> </li> <li>Each <b>teacher</b> will take:               <ol style="list-style-type: none"> <li>1) Classroom emergency backpack (Epi-Pens)</li> <li>2) A current sign in sheet (for attendance records)</li> <li>3) A copy of each child's Child Release and Emergency Contact</li> <li>4) Personal cell phone</li> </ol> </li> <li><b>Office staff</b> will take:               <ol style="list-style-type: none"> <li>1) Emergency bag</li> <li>2) All School Child Release and Emergency Contact Forms</li> <li>3) Any emergency medications</li> <li>4) Food and Water</li> </ol> </li> </ul>
<b>BEFORE LEAVING THE BUILDING:</b>	<ul style="list-style-type: none"> <li>Each <b>teacher</b> will:               <ul style="list-style-type: none"> <li>- Turn out the classroom lights</li> <li>- <i>Close</i> and lock the classroom door</li> <li>- Escort children to the designated area</li> <li>- Notify the Administrator via text or verbally if a child is missing during the evacuation</li> </ul> </li> <li><b>Office staff</b> will:               <ul style="list-style-type: none"> <li>- Check school grounds for any remaining unaccounted-for children</li> <li>- Prominently post signage as to our destination</li> </ul> </li> </ul>
<b>UPON ARRIVAL:</b>	<ol style="list-style-type: none"> <li>1) Take roll</li> <li>2) Check children for injuries</li> <li>3) Keep children together</li> <li>4) Change diapers, feed children as necessary, and have activities to occupy time</li> <li>5) Be ready to follow further instructions as necessary</li> </ol>
<b>ALL CLEAR:</b>	<p>The “<i>all clear</i>” signal and any other directions will be given at the designated location by a WAYA administrator. Parents will be notified via living tree, WAYA website, and/or phone call/text/email about evacuation and how to reunify with their children</p>


## Response to a Crisis:


Type of Emergency	Immediate Response by Teachers/Assistants	Action by Administrator
<p style="text-align: center;"><b>Fire</b></p> 	<ol style="list-style-type: none"> <li>1. Attempt to extinguish the fire if small and confined (e.g. trash can).</li> <li>2. Confine fire by closing the door to the area involved.</li> <li>3. If fire is out of control, do not attempt to put it out. Evacuate the area.</li> <li>4. Notify office immediately.</li> <li>5. Pull the nearest fire alarm (front desk).</li> </ol>	<ol style="list-style-type: none"> <li>1. Pull nearest fire alarm (front desk)</li> <li>2. Call 911, preschool office and front desk if immediate danger/damage.</li> <li>3. Implement evacuation plan. See page 3.</li> <li>4. Set up command center with communication capabilities.</li> <li>5. Take roll of children and staff.</li> <li>6. Keep children away from area until it is declared safe.</li> <li>7. Assist emergency personnel.</li> <li>8. If unable to re-enter, relocate children to a safe room/area.</li> <li>9. Debrief personnel.</li> <li>10. Distribute talking points for staff to contact parents via telephone.</li> <li>11. Log all activities and decisions.</li> <li>12. Prepare fact sheet and media statements.</li> <li>13. Complete Incident Report and report to licensing if necessary.</li> </ol>
<p style="text-align: center;"><b>Severe Storm / Natural Disaster</b></p> 	<ol style="list-style-type: none"> <li>1. Go to designated location (see emergency response procedures: pg. 3) for specific location for each class).</li> <li>2. Take roll.</li> <li>3. Keep children occupied with activities, diapering, toileting, and f</li> </ol>	<ol style="list-style-type: none"> <li>1. Call 911, preschool office and front desk if immediate danger/damage.</li> <li>2. Determine whether to implement lock down procedure or evacuation plan – see page 4.</li> <li>3. Administer first aid.</li> <li>4. Designate personnel to check restrooms and vacant classrooms.</li> <li>5. Assist emergency personnel as they arrive.</li> <li>6. Log all activities and decisions.</li> <li>7. Assign staff to answer phone inquiries.</li> <li>8. Debrief personnel.</li> <li>9. Prepare fact sheet and media statements.</li> <li>10. Complete Incident Report and report to licensing if necessary.</li> </ol>
<p style="text-align: center;"><b>Intruder / Security Breach</b></p> 	<ol style="list-style-type: none"> <li>1. Approach and greet person. Ascertain legitimate purpose to be on campus.</li> <li>2. If needed, ask person to leave campus.</li> <li>3. Notice as much as possible about person's appearance for future identification.</li> <li>4. Notify administrator immediately.</li> </ol>	<ol style="list-style-type: none"> <li>1. If intruder cannot be removed, instruct all personnel to avoid contact with intruder.</li> <li>2. Remove children and staff from vicinity of intruder.</li> <li>3. Implement lock down procedure – see page 4</li> <li>4. Call 911, preschool office and front desk if immediate danger.</li> <li>5. Secure building as much as possible.</li> <li>6. Remain available to law officials.</li> <li>7. Have multiple copies of floor plans available for officials when they arrive.</li> <li>8. Have attendance roster of entire school including staff.</li> <li>9. Do not release anyone until told to do so.</li> <li>10. Debrief personnel.</li> <li>11. Email families and/or distribute talking points for staff to contact parents via telephone.</li> <li>12. Complete Incident Report and report to licensing if necessary.</li> </ol>


Type of Emergency	Immediate Response by Teachers/Assistants	Action by Administrator
<p data-bbox="240 361 574 562"><b>Operational Crisis</b> (poisons, water line break, hazardous material release, chemical spill, toxic substance, gas leak)</p> 	<ol data-bbox="613 361 971 474" style="list-style-type: none"> <li>1. Remove children from danger.</li> <li>2. Contact administrator.</li> <li>3. Verify information and complete Incident Reports.</li> </ol>	<p data-bbox="1029 361 1179 390"><b>For chemicals:</b></p> <ol data-bbox="1029 394 1341 588" style="list-style-type: none"> <li>1. If poison is unknown, call poison control and seek guidance.</li> <li>2. If life threatening, call 911.</li> <li>3. Ask for guidance about evacuation or lock down procedures.</li> </ol> <p data-bbox="1029 592 1101 621"><b>Other:</b></p> <ol data-bbox="1029 625 1383 1558" style="list-style-type: none"> <li>1. Administer first aid as needed.</li> <li>2. Clear immediate area or execute evacuation plan.</li> <li>3. Post warning signs.</li> <li>4. If in lock down, do the following as needed: shut down main electrical power; turn off gas and/or water; close exterior doors and windows; use portable radios to obtain emergency information.</li> <li>5. If electrical wire or pole problem, move everyone away from source and attempt to shut off electricity at breaker box. Call 911 or preschool office. Do not attempt to rescue a person who is experiencing electrical shock until the power has been shut off.</li> <li>6. Debrief personnel.</li> <li>7. Email families and/or distribute talking points for staff to contact parents via telephone.</li> <li>8. Prepare a fact sheet and media statement.</li> <li>9. Complete Incident Report and report to licensing if necessary.</li> </ol>


<p data-bbox="350 1663 461 1692"><b>Vandalism</b></p> 	<ol data-bbox="620 1642 971 1810" style="list-style-type: none"> <li>1. Notify administrator immediately.</li> <li>2. Remove children from danger if needed.</li> <li>3. Notice as much as possible about the area.</li> </ol>	<ol data-bbox="1029 1642 1377 1957" style="list-style-type: none"> <li>1. Secure area and leave intact for investigation.</li> <li>2. Call police and make a police report.</li> <li>3. Email families and/or distribute talking points for staff to contact parents via telephone.</li> <li>4. Complete Incident Report and report to licensing if necessary.</li> </ol>
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<b>Child Abuse (suspected)</b>		<ol style="list-style-type: none"> <li>1. Give verbal report to administrator.</li> <li>2. Complete Incident Report/Document all allegations with time, date and location, persons involved, and witnesses</li> </ol>	<ol style="list-style-type: none"> <li>1. Determine if incident should be reported.</li> <li>2. If so, call Child Abuse Hotline (pg 3).</li> <li>3. Complete Incident Report and report to licensing if necessary.</li> </ol>
<b>Child Abuse (accusation against school personnel)</b>		<ol style="list-style-type: none"> <li>1. Give verbal notification to administrator immediately.</li> <li>2. Complete Incident Report and give to administrator.</li> <li>3. Do not investigate or attempt to verify information unless given direction by administrator.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep incident confidential.</li> <li>2. Remove employee from classroom.</li> <li>3. Separate witness(es) if possible.</li> <li>4. Report to police and CPS.</li> <li>5. Assist police investigators.</li> <li>6. Notify parents of procedures.</li> <li>7. Allow time for employee to be interviewed and arrange for substitute.</li> <li>8. Provide counseling with help of outside sources and debrief personnel.</li> <li>9. Complete Incident and report to licensing if necessary.</li> </ol>

Type of Emergency	Immediate Response by Teachers/Assistants	Action by Administrator
<b>Child Abuse (accusation against school personnel)</b>		<ol style="list-style-type: none"> <li>1. Give verbal notification to administrator immediately.</li> <li>2. Complete Incident Report and give to administrator.</li> <li>3. Do not investigate or attempt to verify information unless given direction by administrator.</li> </ol>
<b>Childnapping</b>		<ol style="list-style-type: none"> <li>1. Notify administrator.</li> <li>2. Gather as many facts as possible (description of abductor, vehicle, names).</li> <li>3. Complete Incident Report.</li> </ol>

<b>Childnapping</b>		<ol style="list-style-type: none"> <li>1. Notify administrator.</li> <li>2. Gather as many facts as possible (description of abductor, vehicle, names).</li> <li>3. Complete Incident Report.</li> </ol>	<ol style="list-style-type: none"> <li>1. Contact police (911)</li> <li>2. Notify parents.</li> <li>3. Notify other administrators.</li> <li>4. Debrief personnel.</li> <li>5. Email families and/or distribute talking points for staff to contact parents via telephone.</li> <li>6. Send correspondence home.</li> <li>7. Prepare plan for post crisis counseling.</li> <li>8. Complete Incident Report and report to licensing if necessary.</li> </ol>
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<p><b>Illness or Injury - <i>Life Threatening</i></b></p>	<ol style="list-style-type: none"> <li>1. Administer appropriate first aid.</li> <li>2. Call 911.</li> <li>3. Notify administrator.</li> <li>4. Remove other children from scene.</li> <li>5. Accompany child to the hospital if a parent is not present. Take Child Release and Emergency Contact Form to the hospital.</li> <li>6. Complete Incident Report.</li> </ol>	<ol style="list-style-type: none"> <li>1. Call 911 to request an ambulance.</li> <li>2. Notify parents.</li> <li>3. Contact child's physician if parents cannot be located.</li> <li>4. Review Incident Report. File in child's file.</li> <li>5. Notify Licensing Office for reportable incidents.</li> </ol>
		

<p><b>Illness or Injury - <i>NOT</i> life threatening</b></p>	<ol style="list-style-type: none"> <li>1. Administer appropriate first aid.</li> <li>2. Notify administrator to call parent if necessary.</li> <li>3. Complete Incident Report as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Call parent to pick up the child if necessary.</li> <li>2. Review Incident Report and file in child's file.</li> <li>3. Notify Licensing Office for reportable incidents.</li> </ol>
		

## - Safety and First Aid Equipment:

### - Fire Extinguishers\*:

Fire extinguishers are located at the front desk, in Old East, Old West and Bratton Gyms, the back foyer, back hallway, storage room, and upstairs. The Director is responsible for appointing a designee to conduct monthly inspections of the equipment and documenting the readings appropriately. Once used, the fire extinguisher must be recharged.

### - Smoke Detectors\*:

Smoke detectors are mounted in each hallway and room in WAYA and controlled through the building's fire monitoring system. Smoke detectors are checked monthly by the Director's designee; the monitoring systems are tested through monthly fire drills.

### - Carbon Monoxide detectors\*:

Carbon monoxide detectors are mounted in each classroom/office in WAYA. They are checked manually each month by the Director's designee.

### - First Aid Equipment\*:

Comprehensive first aid equipment is located in the preschool school office. Individual first aid kits are located in each classroom, at the front desk, in the Athletic Director's office and in the gyms.

*\* All recorded results of the above equipment are located in the Inspection Records Notebook in the preschool office.*

## - Fire and Disaster Drills:

Fire drills and flashlight battery checks are conducted monthly by the teacher and recorded in the Inspection Records Notebook, located in the office. The Director's designee is responsible for logging this data in the notebook.

Severe storm/natural disaster drills are conducted twice a year (Spring and Fall) and recorded in the Inspection Records Notebook, located in the office. The Director's designee is responsible for logging this data in the Notebook.

Emergency Evacuation routes are posted in each classroom. Each teacher has an **Emergency Preparedness Plan** in the classroom which details all emergency procedures.

## - School Closure Guidelines:

WAYA follows the AISD schedule for school closing. For information about school closing, tune in to local radio and/or TV stations. If AISD issues a 2hour delay, WAYA will

open at 10:00 a.m. If AISD closes, WAYA will close for the day. If the weather becomes hazardous during school hours, parents should pick up children as soon as possible. Office personnel monitor weather conditions using the local media and a weather radio. Emergency Response Procedures will be followed per guidelines in the Emergency Preparedness Plan, pages 4-6.

## - Allergies Management Protocol

Parents/guardians are responsible for informing their child's teachers and the Director of any risk of anaphylaxis, due to food allergies by completing the [Anaphylaxis/Allergy Emergency Plan] form.

Parents/guardians should schedule a meeting with the child's teacher and Preschool Director to determine the type and level of care that parent is seeking for their child. Parties will collaborate to complete the [Anaphylaxis/Allergy Emergency Plan] regarding:

- the nature of the allergy, signs, symptoms, medical management of the allergic reaction,
- recommendations for managing the presence of the allergen at WAYA,
- classroom ban, school wide ban, applicable signage
- medications to be stored and/or administered at WAYA,
- first aid training for staff regarding response procedures, medication dispensation.

The Director will also obtain a verbal or written confirmation of the requests from the child's physician.

When the [Anaphylaxis/Allergy Emergency Plan] is complete:

- all staff will be notified of the details of the plan,
- any necessary and/or related training will be conducted,
- all substitute teachers and parent volunteers will be informed of the child's allergy.

## - Administration of Medication to Children:

WAYA administers medications for emergency first aid situations ONLY. Preschool teachers do not administer the first dose of a medication, except in cases of emergency. Medication is to be brought from home, labeled with the child's full name, stored in its original container and stored in the preschool office. Parents must provide written consent on the [ADMINISTRATION OF MEDICATION] form which includes name of medication, amount to be administered, conditions under which the medication should be administered and a parent signature. Parent instructions must be consistent with labeling on medication or doctor's note.

Only staff members trained in the administration of medication will administer medication. Expiration dates on medications will be checked prior to administer the medication, and on a periodic basis by office staff. Staff members will complete the "Administration of Medication" form that indicates the name of the medication, the amount, time given and the name of the person administering it. Medications will be stored in a locked box and out of reach of children.

## - Training Requirements:

### - CPR/First Aid Training:

All staff maintains current CPR and First Aid Training. Documentation is kept in Personnel Document Notebook located in the preschool office.

### - Child Abuse and Neglect

All staff receives training in child abuse and neglect reporting procedures, definitions of abuse and neglect, and school policy. Staff is provided written information on child abuse prevention and helpful resources. See Response to a Crisis, pages 8-9 for specific procedures.

### - Shaken Baby Syndrome and Sudden Infant Death Syndrome (SIDS)

Infant and Toddler staff receive annual training on Shaken Baby Syndrome and SIDS. The Director is responsible for arranging this training. Documentation is kept in the Personnel Document Notebook, located in the preschool office.

### COVID-19 Training

All staff must take the COVID -19 courses provided by Texas A&M AgriLife

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## - Facility Safety Procedures:

### - Entrance and Exit Security:

The **hallway doors** at the east and west ends of the preschool hallway, for the preschool and infant/toddler rooms will be closed from 9:40-12:30 when school is in session for the protection and safety of the children and staff.

**ALL Gates** around the playground must be kept closed with doorknobs locks and code is only for employees.

### - Parking:

All staff park in spots furthest away from front.

### - Arrival and Departure:

- Children should arrive at their classroom at their designated time. They may not enter the classroom prior to this time.

- Parents must pick up children by your designated time.. Parents must call the school if there will be a late pick up or another person picking up their child.

- [ATTENDANCE LOGS] are maintained in each class.
- Early drop off begins at 8:00 am in designated rooms to be determined by the number of children.
- Late stay- begins at 1:00Pm to 2:00pm and children are dismissed at the designated area except during inclement weather parents will pick up inside.

- Routine Maintenance:

The school facility is maintained by staff, parents and contracted services accordingly:

- Carpet cleaning and floor waxing annually
- Pest control-quarterly, arranged by WAYA
- Playground and classroom inspections and repairs - daily, arranged by the Director
- Inspection and maintenance of fire extinguishers - monthly by the Director
- Smoke and carbon monoxide detectors - monthly by the Director
- Gas inspections - every year, arranged by the Director
- Health inspections - annually, arranged by the Director

## - Safety of Children:

- Release of Children to Authorized Persons:

Parents must give verbal or written permission if a designated person, other than themselves, is to pick up their child. Written permission is given on the child's [ENROLLMENT FORM]. Changes may be made by amending the enrollment form in the preschool office with the full name and phone number of the designated person. In an emergency, the parent may call the Office and provide this information.

If the person is unknown to the WAYA staff, verification must be made in order to identify this person before the child may leave. The person must register at the school office, make copy of her/his driver's license and record her/his name, driver's license number and name of child picking up on the office form. The person must take an approval [AUTHORIZED RELEASE APPROVAL] slip to give to the class room teacher before being allowed to take the child.

- Supervision:

All teachers are to ensure that children are monitored by both sight and sound at all times and that no child will be left unsupervised at any time during the day. This rule applies to both indoor and outdoor activities, enrichment programs, during toileting and all transitions. Further, teachers should be active supervisors while in the presence of children. Active supervision is comprised of the following practices:

Staff will:

- Perform regular head counts to account for all children, especially when transitioning to and from any area. Check area to ensure that no children are left behind. Children should be encouraged to alert teachers when accessing hallway cubbies.
- Position themselves and move around for maximum supervision of play areas. Teachers should be continuously scanning around the area to observe all children in the vicinity and avoid being clustered.
- Avoid standing and/or sitting with their backs to children and consider any obstacles to seeing or hearing children.
- Stay close enough to the children to enable prompt intervention to prevent injuries.
- Use direct and constant monitoring when supervising activities that involve some risk (Wood working, cooking, playing in or near water)
- Arrange the environment to enable easy monitoring of children's play.
- NEVER have a cell phone present and/or in use when supervising children, except in cases of emergency.

- Safety after school hours:

All toys and equipment are stored and the classrooms and playground are locked at the end of each school day. Parents are responsible for their children's behavior and safety after school hours. If children remain on the grounds, the parents must have them in view at all times and follow the WAYA rules concerning safety and use of equipment.

- Appropriate Clothing:

- Children are encouraged to wear closed toe, closed heeled shoes, preferably with rubber soles.

Parents should dress children in clothing appropriate for active play and messy activities.

- An extra change of clothing, with the child's name labeled, should be kept at school.
- Outerwear clothing should be labeled with the child's name.

- Water Activities:

Parents must give consent for their child's participation in water activities. Permission is indicated on the enrollment form. Water activities are limited and advance notification is given to parents.

- Animal Policy:

WAYA has a limited number of school pets. Safe and sanitary practices are used in caring for the animals including hand washing after exposure to animals.

- Visitation Procedures for Professionals:

**Parent request:** Parents must contact the Director to arrange a visitation. A [RELEASE FOR VISITATION AND OBSERVATION] by a professional form must be completed prior to any visitations. Visitors must follow the visitation guidelines as written on the release.

**Staff request:** Staff must arrange any visitations with the Director. Visitors must follow the “Guidelines for Visitation” to WAYA.

- Discipline and Behavior:

WAYA provides a safe learning environment for children by encouraging children to become self-disciplined. Staff and parents share the responsibility for helping the child gain self-discipline.

The written guidance policy in the parent handbook delineates the responsibilities of staff, parents, and children.

- Toddlers Daily Reports:

Licensing requires that information be kept daily for children 18 months and younger. The WAYA

[ TODDLER DAILY REPORT] form is used by staff for this purpose.

- Cleanliness:

- WAYA is diligent in maintaining sanitary conditions in the learning environment.
- [HAND WASHING PROCEDURES] are posted in each room. Latex gloves are provided in the classroom bathrooms and all first aid kits.
- Diaper changing mats are cleaned after each use. [PROCEDURES FOR DIAPER CHANGES] are posted.
- Tissues, antibacterial cleanser, plastic trash bags are available during school hours.
- Children do not share food or personal items while at school.
- Classrooms and bathrooms are cleaned daily and sanitation procedures are posted.

## - Emergency Backpack Contents:

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### Classroom backpacks should contain:

- First aid kit
- Copies of Children's [ENROLLMENT FORMS]
- Emergency Preparedness Plan with internal staff cell phone listing & list of classroom extensions
- Up-to-date attendance sheet (added by teacher)
- Staff Emergency contact information
- Wipes/Diapers
- Snacks/Water
- Coloring books/Activities
- Flashlight/batteries
- Emergency Blanket
- Seasonal Clothes boy and girl

### - Office Emergency bag should contain:

- Flashlights / batteries
- Bottled water
- Emergency medications (i.e. epi-pens)
- Snacks
- Parent contact notebooks
- Emergency Preparedness Plan with internal staff cell phone listing & list of classroom extensions

- Staff Emergency Contact Information
- Internal staff cell phone listing
- Weather radio

